Los Alamos
NATIONAL LABORATORY

memorandum

Science and Technology Base Programs/
Education Program Office (STB/EPO)

To/MS: Master Management
Thru/MS: Allen Hartford, DSTBP, M714
From/MS: Carole Rutten, STB/EPO, M709
Phone/Fax: 7-1919/Fax 5-6871
Symbol: STB/EPO:03-158
Date: December 4, 2003

Implementation of the Student Transcript and Salary Review Process

The first year of the Student Transcript and Salary Review Process has been completed, and as of January 2004 we will be in the implementation phase. The first communication about the new process was distributed in January 2003, with a second letter distributed in May 2003. During this first year, we were able to introduce the implementation phase, while spending much time educating mentors and students about the new process. You can review the initial letter on the Students' Association website, http://sa.lanl.gov under the "Returning Student" section.

The implementation process will begin January 5, 2004. The implementation process includes:

Full Policy Implementation: Fiscal Year 2004
1) Continuing and year-round students are required to submit an updated official transcript by **February 16, 2004** indicating fall grades and spring enrollment. Transcripts are needed to verify good academic standing, cumulative credit hours completed and university course load enrollment status. Official transcripts are required and must include your name, identification number (Social Security Number), institution name, grade point average (semester and cumulative) and declared major.
2) Undergraduate and graduate students are required to maintain a ¾ university course-load of full-time enrollment status.
3) As of fall semester or quarter 2003, undergraduate and graduate students working during the academic year are limited to 75% work-time.
4) Salary increases will be effective upon actual start date as determined by HR Staffing.
5) Students submitting a late transcript are not eligible for retroactive salary increases.
5) Exceptions to the work time or credit hour requirement will be addressed on an individual basis by the Student Programs Advisory Committee and STB-EPO staff. The exception process can be located at http://set.lanl.gov/spac/exceptions.html. Allow a minimum of two weeks for your request to be reviewed.
6) Failure to meet the requirements of this policy will result in no pay increase, and ineligibility.

Clarifying Information
1) High school cooperative, Post-Baccalaureate, and Post Master's students are not required to submit a transcript.
2) The new student hiring process has not changed. New students are required to submit an official and current transcript when interviewed for an internship.

3) Official transcripts are required and must include your name, identification number (Social Security Number), institution name, grade point average (semester and cumulative) and declared major.
4) Although students are required to take at least 75% of a full-time course load during the academic year, taking only 75% course load each semester may prevent students from receiving a raise during the annual transcript review process. Raises are based on the number of credit hours in conjunction with the classification level completed toward the identified degree program.
5) Students involved in the College Cooperative Program, Electro-Mechanical Technology Program, Materials Science Technician Program, Machinist Apprenticeship Program, CFO and SUP MBA program, Post Baccalaureate, Post Master's Degree programs and categories, and GRA students working on a thesis or dissertation are excluded from the 75% work restriction.
6) Summer is not considered part of the academic year, so there are no requirements for taking classes, and students are able to work full-time.
7) Questions about tuition reimbursement should be directed to Dixie Paternoster at 7-0386 or dixie@lanl.gov.

Mentors and division-student liaisons are also being notified of this information.

Please contact Mindy Mendez at 665-9466 (ajmendez@lanl.gov), or Carole Rutten at 665-5194 or crutten@lanl.gov if you have any questions about this or any other student program issue.

CGR:clb

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